



Board of Directors Quarterly Meeting

Castle in the Clouds, Moultonborough
Wednesday, September 28, 2016, 3:00 – 5:00 p.m.

Approved at November 17, 2016 Meeting

Attendance:

Voting Members: Colin Cabot, Cynthia Copeland, Harold Janeway, Rusty McLear, Bill Norton, Jeanie Forrester, David Kidder, Judith Spang

Non-Voting Members: John Kanter, Susan Francher, Beth Muzzey, Pierce Rigrod

LCHIP Staff: Barb Beers, Paula Bellemore, Jenna Lapachinski, Dijit Taylor

Introductions

Chair Pro-Tem Rusty McLear introduced Charles Clark, Executive Director of Castle in the Clouds, who welcomed and thanked LCHIP, then provided a summary of work supported by four LCHIP grants. The LCHIP assisted projects are the main gatehouse, front portico, front dormers and rehabilitation of the basement.

Special Presentation - Community Forests

Julie Renaud Evans (Northern Forest Center) and JT Horn (Trust for Public Land) provided an overview of community forests, emphasizing their specific characteristics and community-based benefits beyond those of other land conservation projects. In summary, a community forest project requires both the entire activities for any conservation real estate transaction plus another set of activities related to the community engagement part of the project. .

Minutes of June 21, 2016 meeting

There were no questions or revisions proposed for the minutes from the June 21, 2016 meeting.

MOTION	To accept the minutes from the June 21, 2016 Board of Directors Meeting.	Harold Janeway
SECOND		Bill Norton
VOTE		Approved unanimously

Financial Topics

June and August 2016 Finance Reports Bill presented the finance reports. LCHIP is in good shape financially. Bill recommended looking at areas that might need more funding such as stewardship and overhead. He also recommended that the Finance Committee prepare a summary of LCHIP finances to be shared with the full Board. He noted the improved format of the financial reports. There were no questions regarding the Finance Reports provided in the BOD packet.

MOTION	To accept the June and August 2016 finance reports.	Cynthia Copeland
SECOND		Judith Spang
VOTE		Approved unanimously

Update on Trust Fund, CCE, “supplemental” income and year-end transfer

Total FY 16 income to the Trust Fund is \$3.9 million, \$400,000 over budget. LCHIP is authorized to accept and expend the additional income. Income to the Trust Fund for the first two months of FY 17 was \$735,000, less than the same time last year by \$31,632. Fluctuations in income to the Trust Fund are difficult to predict, since they depend on interest rates and the number and type of transactions that occur. The Community Conservation Endowment (CCE, the stewardship money) is still recovering from the downturn in FY 16 but total value is at \$3.3 million. The amount transferred from “administrative reserves” to the administrative budget at end of FY 16 was \$105,000 (Board had approved up to \$110,000).

Nominating Committee Update

Colin Cabot was welcomed as a new Board Member, representing Historic and Cultural interests. Dick Lewis, the nominee for the Local Planning position, is in process with Governor and Council.

Staff Updates and Action Items

Projects:

The Board packet included information about projects that closed June-August: Stickney Hill Farm, King’s Grant Farm, Growing the Pawtuckaway to Great Bay Greenway Phase 1b, Building No. 3 in Harrisville, Meredith Public Library, Whittier Covered Bridge, Peterborough UUC, Temple Israel 2, John Paul Jones House, and one project that closed in April but was omitted from the list provided in June - Stone Arch Bridge in Keene. Additional projects are expected to close by the end of this year.

Grant Round 15 Update – Selection Process:

Visits to 31 of the 42 applicant sites are almost completed. The Board packet included a summary of the process, which will be similar to last year. Board members will be sent e-copies of the applications, excluding some of the more mechanical attachments. Additional attachments can be sent upon request to the office. Board members will also be provided with a one page summary of each project with Review Panel funding recommendations. A suggestion was made to include “the story” behind each project and the number of times an applicant has been funded.

Project Updates:

Chocorua Viewshed Project has progressed slowly while applicant organization (Chocorua Basin Conservancy) completed a long-planned merger to form the Chocorua Lake Conservancy and owners seek buy-in and agreement from far flung land owners. The project appears to be shaping up as a viewshed easement on most of the parcel, excluding the waterfront, with improved and safer parking and a limited public access area.

Meredith Library letter from Trustees was provided in the Board packet and requires no further action from LCHIP.

Projects Extensions/Changes

Descriptions of each project seeking extension or change were provided in the Board packet. There was individual discussion of each project, but groups of projects were voted on together to increase efficiency. Board and staff agreed that tightening up the extension process might help to keep projects moving toward more timely completion.

Bradford Town Hall

The Town of Bradford was awarded \$105,000 in 2014 toward extensive rehabilitation of the Bradford Town Hall. In September of 2015 the LCHIP Board approved a change in scope of the work to include a full concrete foundation and basement. Local support for this project has been difficult: three bond requests have failed by 10 votes or less. The Town Hall Restoration Committee plans to present a smaller bond at the 2017 meeting. The Town of Bradford is requesting an extension to December 31, 2017. The Board discussed granting the extension with the following conditions: By December 2017 the Town must submit final scope of work and floor plans, a project timeline for the entire LCHIP funded project, a list of secured or identified contractors, a stewardship plan and proof of the acceptance of the LTA Standards. If the Town does not, the Board may initiate the grant withdrawal process. Two votes were taken: first regarding the wording of the conditions and second on the extension itself.

MOTION	To change the proposed consequence of failing to comply with the conditions of the extension from "...the Board may initiate the grant withdrawal process" to "...the Board will initiate the grant withdrawal process."	David Kidder
SECOND		Bill Norton
VOTE		Approved unanimously

MOTION	To approve the extension request for the Bradford Town Hall with the above noted conditions and amended language.	Bill Norton
SECOND		Harold Janeway
VOTE		Approved unanimously

Fracestown Town Hall/Academy Building

In 2014 the Fracestown Heritage Commission was awarded \$200,000 to help rehabilitate the Fracestown Town Hall and Academy Building. Fundraising has been slower than anticipated, but they are confident that they can secure their match by February 2017. Pre-construction drawings have undergone a preliminary review at LCHIP and the Division of Historical Resources. They anticipate project completion before October 2017 and are requesting an extension until December 31, 2017 to complete the project.

Players' Ring Theatre, Portsmouth

In 2014 the Players' Ring Theatre was awarded \$25,000 to help rehabilitate the Theatre. The planned summer 2016 start to work on the building was delayed by a four-year City of Portsmouth construction project that will require closing the sidewalk in front of the building for large trucks to pass by. The City and Player's Ring have worked out an agreement to allow scaffolding for the Ring work to be placed on the closed sidewalk with flaggers to route traffic around it. The original contractor is not comfortable with this plan. Player's Ring requests an extension through December 2017 to enable them secure a contractor and complete the project.

MOTION	To approve the extension requests for the Fracestown Town Hall/Academy Building and Players' Ring Theatre.	Harold Janeway
SECOND		David Kidder
VOTE		Approved unanimously

New Durham Meetinghouse

In 2012 the Town of New Durham was awarded \$13,000 towards rehabilitating the foundation of the 1773 New Durham Meetinghouse. The LCHIP Board awarded the town an extension until December 2016. The project was further delayed when a contractor withdrew his bid. The Meetinghouse Committee and the Board of Selectmen have secured additional funds and are currently working with a consultant to update the existing building assessment. The Town of New Durham is requesting an extension through October 31, 2017. The Board considered the extension with the following deadlines and conditions:

November 30, 2016	Updated Building Assessment complete
January 31, 2017	Detailed work plan submitted for LCHIP & DHR approval
March 31, 2017	Secure contractor
October 31, 2017	Complete project, including all closing documentation

If the Town is unwilling to agree to the provided deadlines or if the deadlines are missed, LCHIP will initiate the grant withdrawal process.

Two votes were taken pertaining to this extension request, one on extending the deadline by two months and the other on the extension itself.

MOTION	To change the proposed final deadline to December 31, 2017.	Cynthia Copeland
SECOND		Jeanie Forrester
VOTE		Approved unanimously

MOTION	To approve the extension request with the above noted conditions and amended deadline for the New Durham Meetinghouse.	Colin Cabot
SECOND		Bill Norton
VOTE		Approved unanimously

Park Hill Meetinghouse, Westmoreland

In 2014 the Westmoreland Park Hill Meetinghouse and Historical Society was awarded \$27,936 to help rehabilitate the Meetinghouse. The work included steeple repairs, window restoration and painting. The project has come in \$3,500 under budget and the Historical Society would like to use the funds to improve their under-performing well. They believe that a deeper well will allow for expanded use of the building.

MOTION	To approve the use of \$3,500 towards deepening the well.	David Kidder
SECOND		Harold Janeway
VOTE		Approved unanimously

MOTION	To empower the LCHIP staff to negotiate a more appropriate, ideally historic, use for the \$3,500. Failing that, to put the money towards deepening the well.	Bill Norton
SECOND		Harold Janeway
VOTE		Approved unanimously

Legislation of Interest to LCHIP

The Commission to Develop a Land Conservation Plan (SB 38) is meeting every week through the fall under the chairpersonship of Martha Fuller Clark. Beth Muzzey added that another committee, where Martha Fuller Clark is also a member, is exploring the economic impact of cultural activities on the state.

Other Business

Beth also thanked the Board of kind condolences on the death of long time Commissioner of the Department of Cultural Resources, Van McLeod.

This was Bill Norton's last meeting. He was thanked for his ten years of service on the LCHIP Board of Directors and presented with a gift.

Public Comments: None
Adjourn 5:07 p.m.

Following the close of the meeting, Charles Clark and the Castle staff provided a personal tour of the Castle in the Clouds for those who were able to stay for a few extra minutes.

Next Meeting: Thursday, November 17, 2016, NH Fish and Game, Concord, 8:30 a.m. – 4 p.m.

Respectfully Submitted

Barbara A. Beers
LCHIP Office Manager

Douglas S. Cole
LCHIP Board Chair